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CENTRAL INTELLIGENCE AGENCY

FILING MANUAL

FOR

ADMINISTRATIVE MATERIAL

INDEX

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000 GENERAL

001 Unclassifiable communications
(Anonymous correspondence with indefinite subjects; new subjects for which no classifications are provided; "crackpot" letters; etc.)

010 United States Government Offices
(File under this classification by names of agencies, material of a general character for which subject classifications are not provided elsewhere in this manual; may be used also for cross-indexing purposes)

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100 ADMINISTRATION AND MANAGEMENT

101 Mission and general program of CIA

102 Organization

Note - The following organizational codes are to be used whenever necessary to divide files classified under any filing symbol in this manual. The name of the organizational segment will be written after the filing code for subdivisions not given a filing symbol.

(1) National Security Council
(2) Director of Central Intelligence
(Including the Deputy Director and assistants)
(3) Executive Director
(4) Interdepartmental Coordinating and Planning Staff
(5) General Counsel
(6) Advisory Council
(7) Executive for Administration and Management
(7-1) Budget and Finance Branch
(7-2) Services Branch
(7-3) Personnel Branch
(7-4) Reference Branch
(7-5) Management Branch
(8) Executive for Inspection and Security
(8-1) Security Branch
(8-2) Inspection and Audit Branch
(9) Office of Collection and Dissemination
(9-1) Requirements Branch
(9-2) Collection Branch
(9-3) Dissemination Branch
(10) Office of Reports and Estimates
(10-1) Basic Intelligence Group
(10-2) Current Intelligence Group
(10-3) Estimates Group
(10-4) Scientific Branch
(10-5) Map Branch
(10-6) Regional Branches
(11) Office of Operations
(11-1) Foreign Documents Branch
(11-2) Contact Branch
(11-3) Foreign Broadcast Information Branch
(12) Office of Special Operations
(13) Field Offices

102 A Organization charts

110 Coordination and cooperation; conferences, meetings, committees; liaison; joint operations

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111 Coordination and liaison with outside agencies (Subdivide as necessary by names of boards, committees, etc.)

112 Coordination between CIA offices and within offices Staff meetings

120 Administrative Issuances

121 CIA General Orders

122 CIA Administrative Instructions

123 CIA Notices

124 Administrative issuances of offices (Internal policy and operating instructions. Divide as necessary by types and numbers of such issuances)

125 National Security Council issuances

125 A Directives of the former National Intelligence Authority

126 DCI Directives

130 Management planning and control

131 Procedural studies and analysis

132 Form design and control

140 Reports of activity or progress; statistical reports

150 Public relations

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200 FINANCE

210 Budgets and appropriations; estimates, allotments

220 Vouchered funds, Accounts

221 Accounting systems and procedures
(File Comptroller General Decisions under this code)

222

25X1A1D

223

223 A Claims against CIA; settlements

224 Bank accounts; checks, drafts, deposits

225 Property accounting and cost systems;
Property accountability

226 Time and payroll accounting

230 Special Funds; unvouchered funds
(This classification may be subdivided in the same manner as the 220 classification)

240 Audits

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300 PERSONNEL

301 Personnel Records (File by names of individual employees all records pertaining to the service of the employees)

301 A Military Personnel Records

302 Civil Service Commission instructions and informational releases

310 Employment

311 Applications (File applications by names of applicants)

312 Recruiting; use of military personnel

313 Appointment; procedure and requests; placements (interviews, examinations for appointment

314 Status of employees, details, promotions, terminations; overseas duty

314 A Duty officers (Do not confuse with Security duty which is filed under 4-0)

315 Requirements for personnel; tables of organization; authorizations, allotments, ceilings, position control

320 Classification and compensation
(The classifications in this section are for use if the documents relate to compensation from a Personnel angle. Use 226 for accounting records dealing with compensation)

321 Job descriptions

322 Pay and allowances; rates; travel and subsistence allowances

322A Deductions, assignments and allotments

323 Efficiency ratings

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330 Employee regulations and privileges

331 Absence; leave

331 A Leave; annual, sick, without pay; leave of absence

331 B Absence for public duty (voting, jury or witness duty)

331 C Absence for military duty

332 Hours of work; work schedules; overtime; holidays

333 Military personnel; regulations; reports of

334 Retirement; pensions; beneficiaries

335 Credit relations; indebtedness

336 Outside employment and compensation

337 Solicitation of employees; charity campaigns
(File here also records dealing with blood donation campaigns; include also records about gifts to supervisors)

338 Conduct and discipline

340 Employee services

341 Physical examinations; medical care

342 Group hospitalization

343 Lunch facilities

344 Credit Union

345 Welfare fund

346 Housing

347 Educational opportunties and recreation

350 Rewards, decorations and citations

351 Beneficial suggestions

360 Training; internship program

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400 SECURITY

410 CIA Security Regulations and other security instructions

411 Disaster Plan

420 Security of Records

422 Access to classified documents, security approval for

423 Classification; upgrading, downgrading; "control" classifications

430 Security of Personnel

431 Clearances of applicants and employees; investigations

432 Security indoctrination

433 Identification; badges, passes, fingerprinting

434 Security personnel; Office and Branch Security officers; Alternate and Assistant TOP SECRET control officers

435 Outside contacts of CIA personnel; membership in associations, etc.

435 A Clearance of speeches, articles written for publication, theses, etc.

435 B Contacts with courts and police

435 C Foreign travel of CIA personnel

440 Security violations; security checks

450 Security of intelligence contacts, clearances and investigations of outside organizations

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500 SUPPLY, SPACE AND SERVICES

510 Supplies and Equipment

510 A Selection; specifications, standards

511 Procurement; purchase procedure and documents

511 A Bids, quotations

511 B Requisitions (including requisitions for issue from stock)

511 C Purchase Orders

511 D Contracts (File by types and numbers as needed)

511 E Purchases from special funds; unvouchered purchases

512 Shipments; deliveries and receipts of

512 A Schedules; delays, expediting

512 B Irregularities; over, short and defective

512 C Cargo shipments; packing and marking

513 Storage, distribution and use; servicing and repair (Servicing and repair of vehicles is filed under 534)

513 A Ordering and issuing of materials from stock; stock records

513 B Inventorying and auditing of stock

513 C Moving of equipment and supplies; property passes

513 D Repair, construction and servicing of equipment and furniture

514 Disposal and salvage; sale, transfer, loan

515 Classes and items of supply and equipment (Use this classification for records to be filed by names of types of equipment or by names of specific items of equipment or supplies. Specific codes will be assigned if needed)

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520 Buildings and grounds; office and other space (File by names of buildings or locations as needed. Records dealing with general subjects may be filed by the following codes)

521 Acquisition and disposal of space; construction of facilities

522 Space control; assignment, layout, moving of offices

523 Protection of areas; guard service, fire protection, protective devices and equipment

524 Maintenance; custodial service; laundry service utilities

524 A Bills for services; certification of bills

525 Air conditioning, ventilating, heating and lighting systems and equipment

526 Plumbing

530 Transportation service and equipment

531 Travel; travel regulations; reservations

531 B Travel documents; orders, tickets, vouchers, Transportation Requests, tc.

532 Accidents; investigations

533 Transportation equipment; assignment; use of vehicles

534 Servicing and repair of vehicles

534 A Fuel and lubricants

534 B Tires and tubes

534 C Parts and accessories

534 D Credit cards

535 Parking; regulations, parking areas, assignment of space

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540 Communication Service and Equipment
(File under the proper code listed below, all material dealing with a particular type of communication)

541 Telephone

542 Telegraph and cable

543 Teletype

544 Inter-communication, signal and alarm systems

545 Wireless; radio

546 Cryptographic and other secure communication systems and equipment

550 Reproduction, printing, photographic and graphic arts services and equipment

551 Still and motion picture cameras; projectors, viewers (Except cameras and equipment for microfilming and photographic reproduction purposes)

552 Microfilming equipment, cameras and supplies; projectors and viewing devices

553 Photographic reproduction equipment and supplies; photostat, blueprinting, etc.

554 Printing, mimeographing and hectographing equipment

555 Electronic reproducing equipment

560 Stenographic and clerical services; stenographic pool

570 Mail and delivery service; internal and external

571 Mail service; franking privilege, postage, regulations

572 Courier service and messenger service

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580 Records; systems and services

581 Filing systems and services

582 Control of documents; recording, receipts, loans

582 A Registered documents; responsibility for; inventories

582 B TOP SECRET Control procedures and records

582 C Reports and publications control (including Bureau of the Budget clearances)

583 Disposition and storage of records; archival service

584 Correspondence preparation and control; form letters;

590 Libraries and library services

591 Procurement and control of books and periodicals; subscriptions

592 Library classification systems

593 Bibliographies

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600 LAWS AND LEGAL MATTERS

601 House Resolutions or Bills

602 Senate Bills

603 Joint Resolutions

604 Executive Orders

610 Congressional committees (investigations and hearings)

620 Civil and criminal law matters; trials, suits

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700 REQUIREMENTS FOR AND PROCUREMENT OF INFORMATION AND INTELLIGENCE

701 National Intelligence Requirements

702 Coordination of intelligence requirements

703 Requests for intelligence materials; CIA requirements; Requirement Directives (File by types and numbers as needed)

703 A Closing of requirements; closing actions

710 Collection of information

710 A Procedures for and coordination of collection

710 B Loans of materials; receipts of

711 Collection requests; collection directives (File by numbers as needed)

712 Informal collection requests

713 Spontaneous collection; voluntary contributions

714 Collection failures

720 Development and exploitation of contacts; potential contacts

720 A Cooperation with other nations in exploitation

721 Contact individuals and agencies; contact lists; contact register (File by names of contacts or by contact identification numbers as necessary)

721 A Intelligence potential of contacts

721 B Briefing of Americans travelling abroad

721 C Interviews of alien contacts; interview requirements

721 D Lectures and meetings

722 Domestic and foreign press; clipping service

723 Foreign documents; translations

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724 Foreign broadcasts: monitoring (Divide by locations of monitoring stations if needed)

724 A Daily reports

724 B Special reports

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800 PROCESSING AND EVALUATION OF INFORMATION FOR INTELLIGENCE

810 Planning for intelligence production and development of intelligence projects
(Divide as necessary by names of specific projects. File material on the evaluation and processing of information under the 800 series; use the 700 classifications for the collection of information on these projects)

810 A Studies of United States intelligence agencies

810 B Studies of Foreign intelligence agencies and services

820 Evaluation of information; processing of intelligence information; production of intelligence studies and reports

820 A Reports to the President

820 B CIA-produced intelligence reports (Including drafts of reports and concurrences or dissents. File by report numbers as necessary)

820 B 1 Informal CIA Reports to the Director of Central Intelligence

821 Geographic Intelligence

821 A JANIS

821 B Geographic names; including the Board on Geographic Names

822 Economic Intelligence

823 Psychological Warfare Intelligence

824 Medical Intelligence

825 Scientific + Technical Intelligence

826 Military and Naval Intelligence; Strategic Intelligence

827 Cultural Intelligence (Including Religious)

828 Political Intelligence

829 Biographical Intelligence

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900 DISSEMINATION OF INTELLIGENCE

901 Procedures for and coordination of dissemination

910 Preparation of materials for dissemination; reproduction of materials

911 Dissemination orders; transmittals

912 Distribution lists and addresses

913 Irregularities and changes in dissemination

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